



Participant Guide – AR355: Processing Interfund Transactions

State of Kansas



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Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Describe the Interfund process
- Navigate to and use Interfund pages
- Enter, link, and update Interfund transactions
- Approve and manage Interfund transactions

Agenda

Today, we will cover the following topics:

- Understanding Interfund Processing in SMART
- Interfund Processing Key Terms
- Interfund Processes and Roles
- Cross-map of Interfund Processing
- Using the Interfund Details Search Page
- Navigating the Interfund Page
- Adding Initiating Interfund Deposits
- Adding Reciprocating Interfund Deposits
- Linking Existing Interfund Deposits
- Adding Initiating Interfund Vouchers
- Adding Reciprocating Interfund Vouchers
- Linking Existing Interfund Vouchers
- Deleting Interfunds
- Approving Interfund Deposits
- Approving Interfund Vouchers
- Sending Interfund Notifications
- Handling Interfund Errors

Participant Notes:

Lesson 1: Understanding Interfund Processing

Objectives

Upon completion of this lesson, you will be able to:

- Describe Interfund transactions and the benefits of Interfund processing in SMART
- Explain key terms associated with Interfund processing
- List the roles involved in Interfund processing and the tasks performed by each role
- Explain the end-to-end Interfund process
- Describe the changes between State of Kansas Interactive Internet Interfunds (SOKI) and Interfund processing in SMART



Key Terms

- **Interfund** – The expense and revenue transactions between and within state agencies
- **Initiating** – The beginning or first of two transactions that make up an Interfund
- **Reciprocating** – The responding or second of two transactions that make up an Interfund
- **Deposit Types** – A category that describes the nature of the deposit transaction
 - **I (Initiating)** – Use this deposit type when there is not a matching voucher. This deposit is the first transaction for the Interfund.
 - **R (Reciprocating)** – Use this deposit type when a matching voucher with origin “I” exists. This deposit is the second transaction for the Interfund.
- **Voucher Origin** – A value used to identify the source of a voucher. In this case, the source is Interfund transactions.

Participant Notes:



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- **I (Initiating)** – This origin is used when there is not a matching deposit. This voucher is the first transaction for the Interfund.
- **R (Reciprocating)** – This origin is used when a matching deposit with deposit type “I” exists. This voucher is the second transaction for the Interfund.

Topic 1: Understanding Interfund Processing in SMART

- The Interfund process is the method of recording payment and receipt transactions in or between state business units in SMART
- The benefits of using the Interfund process in SMART are:
 - Integration with Accounts Receivable and Accounts Payable modules
 - Budget checking occurs only after both sides of the Interfund transaction are entered and approved
 - Brings all financial processing into a single system, SMART, with one sign-on

Topic 2: Interfund Process and Roles

- Processing Interfunds is the systematic movement of funds for the payment of goods/services within or between state agencies that have purchased from or provided goods or services to one another

Participant Notes:

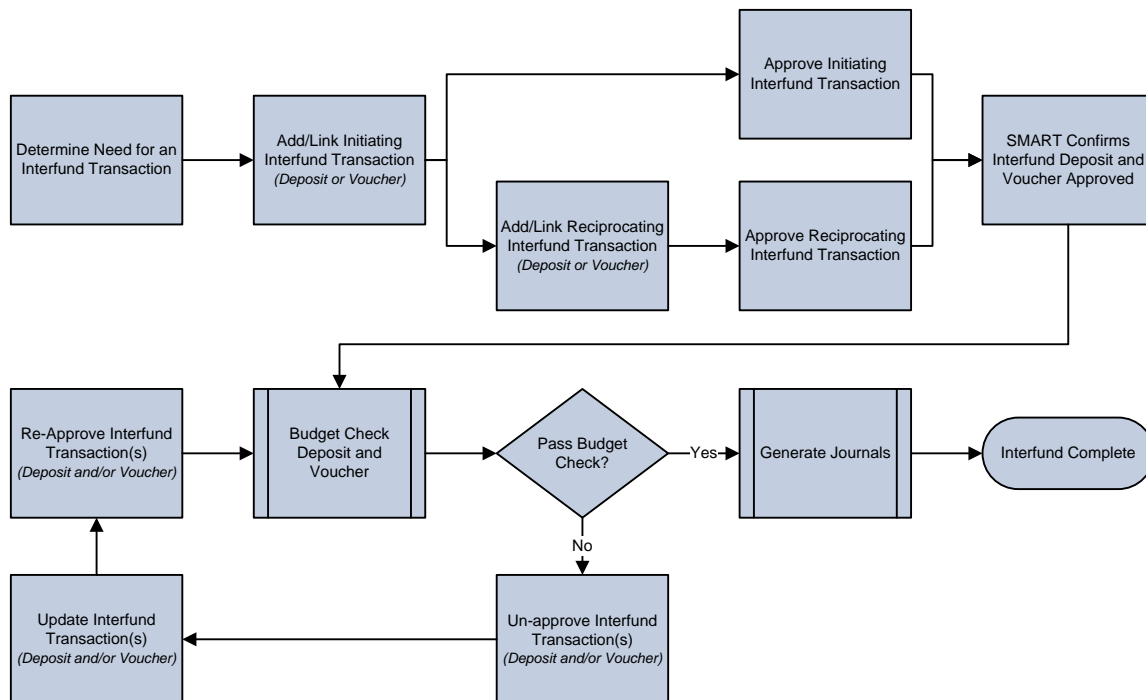


Figure 1. End-to-End Interfund Process

- An Interfund consists of two parts, a deposit and a voucher
 1. Enter initiating Interfund transaction, including any applicable comments
 - a. Notify the reciprocating agency there is a pending Interfund transaction (optional)
 - b. Notify the approver of the pending Interfund transaction (optional)
 2. Approve the initiating Interfund transaction
 3. Reciprocating agency enters reciprocating Interfund transaction, including any applicable comments
 - a. Notify the initiating agency the reciprocating Interfund transaction has been completed (optional)
 - b. Notify the approver of the pending Interfund transaction (optional)

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4. Approve the reciprocating Interfund transaction
5. SMART verifies the deposit and voucher amounts are equal and that both the deposit and voucher are approved
6. Budget Check runs
 - a. If the voucher fails budget check, unapprove the voucher, make corrections, and then reapprove the voucher. If changes to the deposit are also necessary, unapprove the deposit, make corrections, and then reapprove the deposit.

Note: The deposit can only be unapproved while the voucher is also “Not Approved”.

- b. If the voucher passes budget check, the budget status is valid.

Note: Deposits will never fail budget check.

7. Account Receivable and Account Payable journals are generated
8. Account Receivable and Account Payable journals post to GL

Note: An Interfund can be initiated by either a deposit or a voucher.

The following roles are involved in Interfund Processing:

| Process Area | Role | Central / Agency? | Description |
|--------------|------------------------|-------------------|---|
| AR | AR Interfund Processor | Agency | This role will be responsible for entering and updating Interfund deposits, correcting Interfund deposit errors, and managing Interfund comments. This role will also delete the deposit associated with an Interfund transaction, as needed, but not the Interfund transaction record. |
| AR | AR Interfund Approver | Agency | This role will be responsible for approving Interfund deposits. This role will also delete Interfund transaction records, as needed, after the corresponding transactions (deposit and voucher) have been deleted. |

Participant Notes:



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| Process Area | Role | Central / Agency? | Description |
|--------------|------------------------|-------------------|--|
| AP | AP Interfund Processor | Agency | This role will be responsible for entering and updating Interfund vouchers, correcting Interfund voucher errors, and managing Interfund comments. |
| AP | AP Interfund Approver | Agency | This role will be responsible for approving Interfund vouchers. This role will also delete Interfund transaction records, as needed, after the corresponding transactions (deposit and voucher) have been deleted. |

Table 1. SMART User Role Definitions

Topic 3: Cross-map of Interfund Processing

Terms:

| SOKI | SMART |
|---------|---------|
| Revenue | Deposit |
| Expense | Voucher |

Roles:

| SOKI | SMART |
|--------------------|---|
| Interfund Entry | AR Interfund Processor AP Interfund Processor |
| Interfund Approval | AR Interfund Approver AP Interfund Approver |
| Interfund Release | Not Applicable. Interfunds can be viewed by both agencies during the entire Interfund process in SMART. |

- Processes:
 - The Division of Accounts and Reports (A&R) does not need to approve Interfund transactions. A&R audits Interfund transaction after completion.
 - Interfund vouchers are released through pay cycle processing without the need for a check or electronic file
 - To place an order in SMART, initiate voucher side of Interfund and include notes in the comments section

Participant Notes:



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- In SMART, each side of an Interfund transaction is visible on the Interfund page to both Accounts Receivable and Accounts Payable when it is entered. In SOKI, the transactions needed to be released before both sides could view the entire Interfund transaction.

Lesson Review

In this lesson, you learned:

- The key terms associated with Interfund processing in SMART
- The business processes of Interfund processing within SMART
- The roles and tasks that interact with Interfund processing within SMART

Participant Notes:



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Lesson 2: Basic Interfund Activities

Objectives

Upon completion of this lesson, you will be able to:

- Search for an Interfund transaction
- Navigate the Interfund page

Topic 1: Using the Interfund Details Search Page

- **Interfund Details search page** – Provides key fields to search for an Interfund, Interfund Deposit, or Interfund Voucher. Search fields include Interfund ID, Deposit Unit (AR Business Unit), Deposit ID, Customer ID, AP Business Unit, Voucher ID, Vendor ID, Approval Status for both the deposit and voucher, Creation Date for both the deposit and voucher, or any combination of these
- **Interfund ID** – A system generated value that ties the deposit and voucher together. Agencies will not be able to enter their own Interfund ID or edit the system-generated value.
- Use the **Find an Existing Value** button to search for an existing Interfund deposit or Interfund voucher before entering a reciprocating Interfund transaction
- Use the **Add a New Value Button** to generate an Interfund ID and open the Interfund page

Participant Notes:

| Page Name | Navigation |
|------------------------|--|
| Interfund Details Page | Accounts Payable/Accounts Receivable > Interfund Details |


Interfund Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)


Interfund Id:

begins with ▼



Deposit Unit:

begins with ▼




Deposit ID:

begins with ▼


Customer ID:

begins with ▼



AP Business Unit:

begins with ▼




Voucher ID:

begins with ▼

Vendor ID:

begins with ▼



Deposit Approval Status:

= ▼

▼


AP Approval Status:

= ▼

▼

Creation Date:


= ▼



Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 2. Interfund Details Search Page

Participant Notes:



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Using the Interfund Details Search Page.

Topic 2: Navigating the Interfund Details Page

- Used to enter, update, link, review, and approve Interfund deposits and vouchers
- Consists of several key buttons/fields and three main sections
- Key Fields/Buttons
 - **Interfund ID** – Identifies the unique value assigned to the Interfund record located at the top of the page
 - **Delete button** – Used to delete the Interfund record, located at the top of the page

 - Note:** An Interfund cannot be deleted until both the associated deposit and the voucher are removed.
 - **Notify button** – Used to send notifications to Interfund contacts for the deposit and voucher
- **Accounts Receivable transaction section** – Used to add, view, and approve deposit information
 - Hyperlinks are provided to add/update a deposit, find an existing deposit to match with an initiating voucher, or remove the existing deposit
 - Includes details of the deposit, including AR distribution lines
 - AR Interfund Approval box to approve the Interfund deposit and review approval details (approved by and approved date)
 - Contact field to provide the desired contact based on the selected customer
 - Approved by and User ID fields are hyperlinks that when clicked will display the user's name, work email, and work phone

Participant Notes:

| Page Name | Navigation |
|------------------------|--|
| Interfund Details Page | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id

NEXT

Delete

Expand All

Collapse All

Notify

Accounts Receivable Transactions

Add Deposit

Find Deposit

Remove Deposit

Deposit BU

Deposit ID

Details

Deposit Status

Posting Status

Entered By

Entered Dt

Total Amt

AR Interfund Approval:

☒ Not Approved
 ☐ Approved

Approved By

Approval Dt

Payment

Find | View All

First 1 of 1 Last

Payment ID

Customer ID

Budget Status

Accounting Entries

Distribution Details

Customize | Find | View All

First 1 of 1 Last

Details

More

Monetary Amount

Department

Fund

Budget Unit

Program

Account

Accounts Payable Transactions

Comments

Figure 3. Interfund Details Page – Accounts Receivable Transaction section

Participant Notes:



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| Field | Description |
|-----------------------|---|
| Add/Update Deposit | Select to add an Interfund deposit or update an existing Interfund deposit Note: This text is an active hyperlink when an available option. |
| Find Deposit | Select to add a reciprocating deposit Note: This text is an active hyperlink when an available option. |
| Remove Deposit | Select to remove existing Interfund deposit Note: This text is an active hyperlink when an available option. |
| Deposit BU | The AR business unit of the Interfund deposit |
| Deposit ID | Deposit ID for the Interfund deposit |
| Deposit Status | Status of the Interfund deposit |
| Posting Status | Posting status of the Interfund deposit |
| Entered By | Person who entered the Interfund deposit |
| Entered Dt | Date Interfund deposit was entered |
| Total Amt | Total amount of the Interfund deposit |
| AR Interfund Approval | Options are 'Not Approved' or 'Approved'. Defaults to 'Not Approved' and can only be changed by the AR Interfund Approver. |
| Approved By | Person who approved the Interfund deposit |
| Approval Dt | Date the Interfund deposit was approved |
| Payment ID | Payment ID of the Interfund deposit |
| Customer ID | Customer ID of the Interfund deposit |
| Budget Status | Budget Status of the Interfund deposit |
| Accounting Entries | Link to Accounting Entries page where accounting entries are added/updated |
| Distribution Details | ChartField details from the Interfund deposit |

Table 2. Interfund Details Page – Accounts Receivable Transaction section fields

Participant Notes:



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- **Accounts Payable Transaction section** – Used to add, view, and approve voucher information
 - Hyperlinks are provided to add/update a voucher, find an existing voucher to match with an initiating deposit and remove the existing voucher
 - Includes details of the voucher, including AP distribution lines
 - AP Interfund Approval box to approve the Interfund voucher and review approval details (approved date and approved by)
 - Contact field to provide the desired contact based on the selected vendor
 - Approved by and User ID fields are hyperlinks that when clicked will display the user's name, work email, and work phone
- **Comments field**- Field used by Account Receivable and Account Payable to provide relevant information regarding the Interfund, located at the bottom of the Interfund page. This a free form field with a limit of 2,000 characters.

Participant Notes:

| Page | Navigation |
|------------------------|--|
| Interfund Details Page | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id

NEXT

Delete

Expand All

Collapse All

Notify

Accounts Receivable Transactions

Accounts Payable Transactions

Add Voucher

Find Voucher

Remove Voucher

AP BU

Voucher

Details

Vendor SetID

Vendor ID

Invoice

Invoice Date

Total Amount

Entered By

Entered Dt

Post Status

Budget Status

AP Interfund Approval

☒ Not Approved
 ☐ Approved

Approved By

Approval Dt

Distribution Details

Customize | Find | View All | First 1 of 1 Last

Details

More

| Line | Dist | Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|------|------|-----------------|------------|------|-------------|---------|---------|
| 1 | 1 | | | | | | |

Comments

Figure 4. Interfund Details Page – Accounts Payable Transaction section

Participant Notes:



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| Field | Description |
|-----------------------|---|
| Add/Update Voucher | Select to add an Interfund voucher or update an existing Interfund voucher Note: This text is an active hyperlink when an available option. |
| Find Voucher | Select to add a reciprocating voucher Note: This text is an active hyperlink when an available option. |
| Remove Voucher | Select to remove existing Interfund voucher Note: This text is an active hyperlink when an available option. |
| AP BU | The AP business unit of the Interfund voucher |
| Voucher | Voucher ID |
| Vendor Set ID | Set ID of the vendor. Always SOKID. |
| Post Status | Posting Status of the Interfund voucher |
| Budget Status | Budget Status of the Interfund voucher |
| Vendor ID | Vendor ID of the Interfund voucher |
| Invoice | Invoice of the Interfund voucher |
| Invoice Date | Invoice Date of the Interfund voucher |
| Total Amount | Total Amount of the Interfund voucher |
| Entered By | Person who entered the Interfund voucher |
| Entered Dt | Date the Interfund voucher was entered |
| AP Interfund Approval | Options are 'Not Approved' or 'Approved'. Defaults to 'Not Approved' and can only be changed by the AP Interfund Approver. |
| Approved By | Person who approved the Interfund voucher |
| Approval Dt | Date the Interfund voucher was approved |
| Distribution Details | ChartField details from the Interfund voucher |

Table 3. Interfund Details Page – Accounts Payable Transaction section fields

Participant Notes:



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Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Navigating the Interfund Page.



Walkthrough/Activity

You will now complete Activity 1: Using the Interfund Details Search Page in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Search for an Interfund
- Navigate the Interfund page

Participant Notes:



Lesson 3: Adding and Linking Interfund Transactions

Objectives

Upon completion of this lesson, you will be able to perform the following in SMART:

- Add and update the deposit part of an Interfund transaction
- Add and update the voucher part of an Interfund transaction
- Search for and find an existing Interfund deposit
- Search for and find an existing Interfund voucher
- Link a deposit to an Interfund transaction
- Link a voucher to an Interfund transaction
- Delete an Interfund transaction

Participant Notes:

Topic 1: Adding Initiating Interfund Deposits

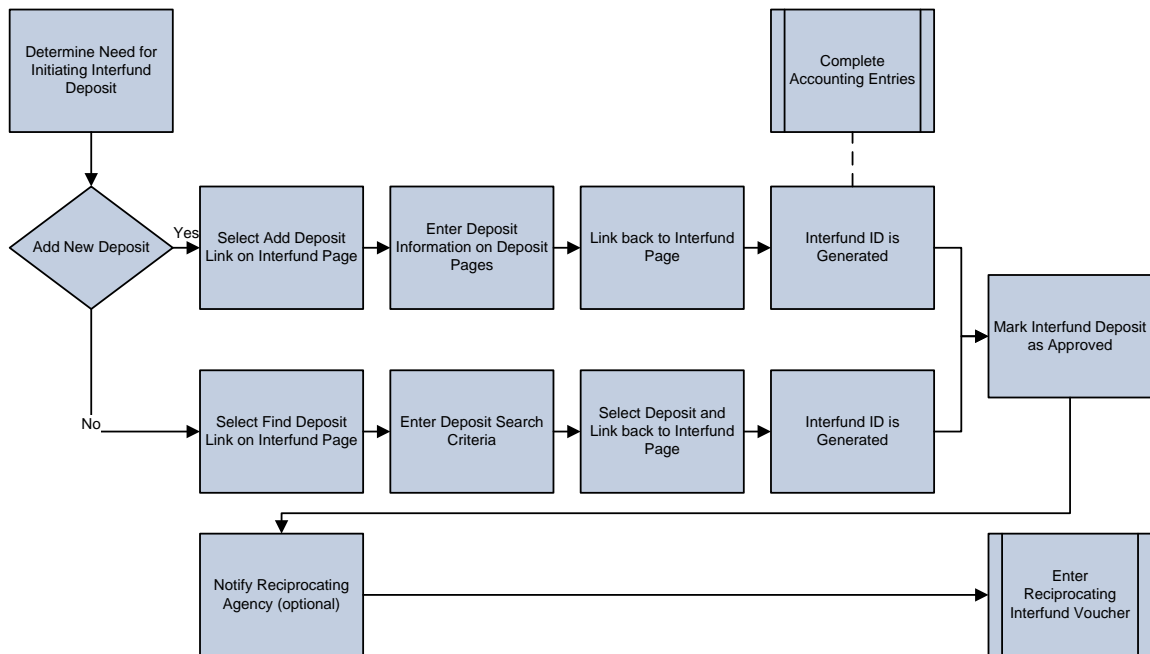


Figure 5. Add Initiating Interfund Deposit Process

- Use the **Add a New Value** tab on the **Interfund Details** search page when you need to enter an initiating deposit for an Interfund transaction
- On the **Interfund** page, use the **Add Deposit** link to create a new deposit.

Note: The deposit is automatically created with a deposit type “I” (Initiating).

- Updates are made to deposits by opening an existing Interfund and selecting the **Update Deposit** link from the **Accounts Receivable Transactions** section of the **Interfund** page

Note: Initiating Interfund deposits can also be created automatically when deposits with deposit type “I” are interfaced or uploaded to SMART.

Participant Notes:

| Page | Navigation |
|------------------------|--|
| Interfund Details Page | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id NEXT [Delete](#) [Expand All](#) [Collapse All](#) [Notify](#)

▼ **Accounts Receivable Transactions**

[Add Deposit](#) [Find Deposit](#) Remove Deposit Deposit BU Deposit ID

Details

Deposit Status [Contact Information](#)

Posting Status

Entered By

Entered Dt

Total Amt

AR Interfund Approval:

☒ Not Approved ☐ Approved

Approved By

Approval Dt

Payment [Find](#) | [View All](#) First 1 of 1 Last

Payment ID Budget Status

Customer ID

Distribution Details [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

[Details](#) [More](#) [\[...\]](#)

[Monetary Amount](#) [Department](#) [Fund](#) [Budget Unit](#) [Program](#) [Account](#)

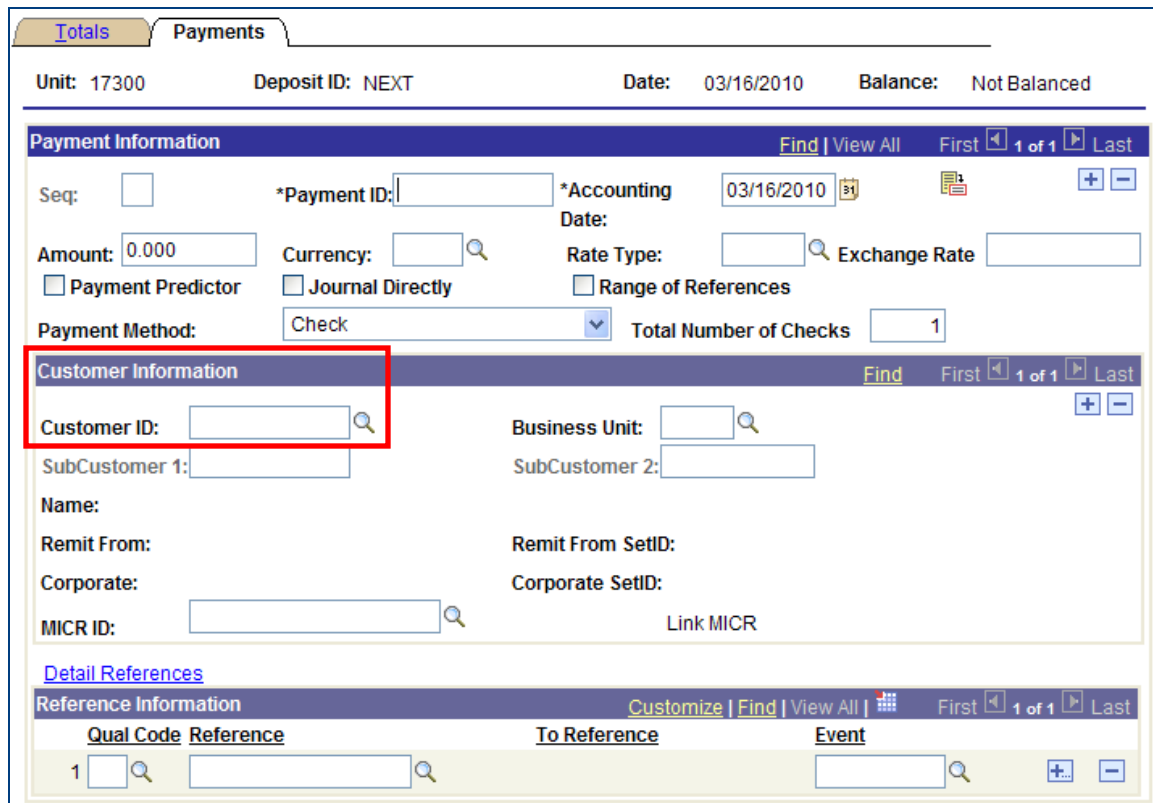
► **Accounts Payable Transactions**

▼ **Comments**

Figure 6. Interfund Details_Add Deposit

Participant Notes:

- The **Customer ID** field is required for all Interfund deposits. When entering the initiating deposit, you must include a customer ID on the **Payments** page of the deposit.



The screenshot shows the 'Payments' tab in the AR355 application. At the top, there are fields for Unit (17300), Deposit ID (NEXT), Date (03/16/2010), and Balance (Not Balanced). Below this is the 'Payment Information' section, which includes fields for Seq, *Payment ID, *Accounting Date (03/16/2010), Amount (0.000), Currency, Rate Type, Exchange Rate, and checkboxes for Payment Predictor, Journal Directly, and Range of References. The Payment Method is set to 'Check' and the Total Number of Checks is 1. The 'Customer Information' section is highlighted with a red box and contains the Customer ID field, which is also highlighted with a red box. Other fields in this section include Business Unit, SubCustomer 1, SubCustomer 2, Name, Remit From, Remit From SetID, Corporate, Corporate SetID, MICR ID, and Link MICR. At the bottom, there is a 'Detail References' section with a table showing Reference Information.

Figure 7. Customer ID field for Interfund Deposits



Walkthrough/Activity

You will now complete Activity 2: Adding Initiating Interfund Deposits in your Activity Guide.

Participant Notes:

Topic 2: Adding Reciprocating Interfund Deposits

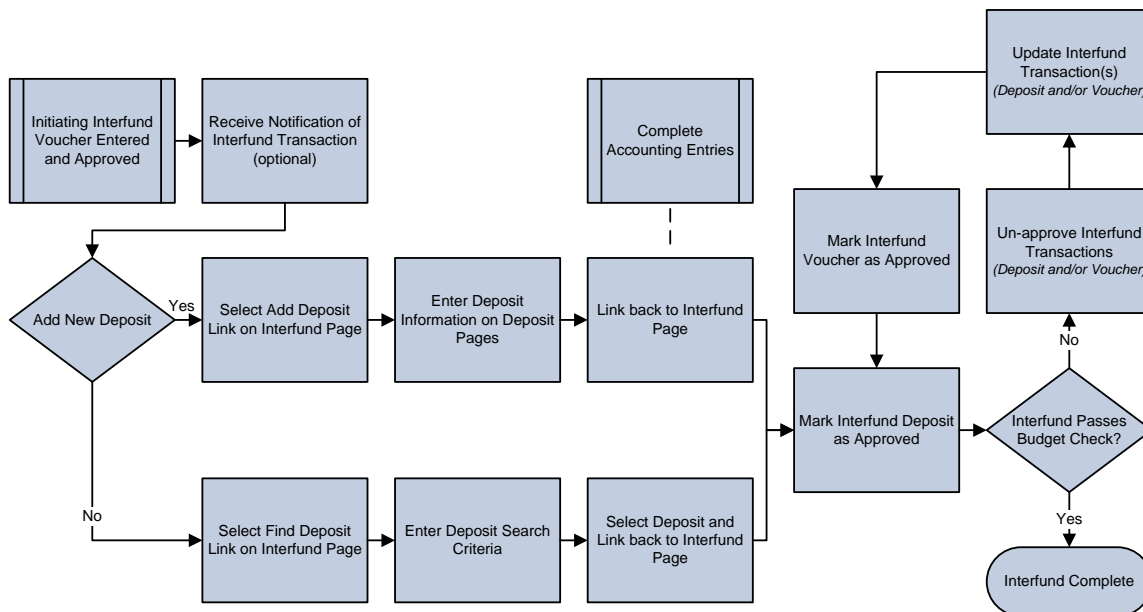


Figure 8. Add Reciprocating Interfund Deposit Process

- Use the **Find an Existing Value** tab from the **Interfund Details** search page to find an existing Interfund
- On the **Interfund** page, use the Add Deposit link to create a new deposit.

Note: The deposit is automatically created with a deposit type “R” (Reciprocating).

- Updates are made to deposits by opening an existing Interfund and selecting the Update Deposit link from the Accounts Receivable Transactions section of the Interfund page

Note: Reciprocating Interfund deposits can also be created automatically when deposits with deposit type “R” are interfaced or uploaded to SMART.

Participant Notes:

| Page | Navigation |
|--------|---|
| Totals | Accounts Payable/Accounts Receivable > Interfund Details > Add Deposit link |

Totals Payments
Delete Deposit

Unit: 03400
Deposit ID: NEXT

*Accounting Date: 31

*Bank Code: ST BANK

*Bank Account: 999911

*Deposit Type: R Rec IF

Control Currency: Q

Format Currency: Q

Rate Type:

Exchange Rate: Q

Control Totals

| | | | |
|--------------------------|------|---------|----|
| Control Total Amount: | 0.00 | *Count: | 0 |
| Entered Total Amount: | 0.00 | Count: | 1 |
| Entered Cash Amount: | 0.00 | Count: | 0 |
| Entered Check Amount: | 0.00 | Count: | 1 |
| Entered EFT Amount: | 0.00 | Count: | 0 |
| Entered Ret CHK Amount: | 0.00 | Count: | 0 |
| Difference Amount: | 0.00 | Count: | -1 |
| Posted Total Amount: | 0.00 | Count: | 0 |
| Journalled Total Amount: | 0.00 | Count: | 0 |

Control Data

*Received: 31

*Entered: 31

Posted:

Assigned: Q

User: AR_INTERFUND_PROCESSOR

Figure 9. Deposit Totals Page

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id AA00000083
Delete
Expand All
Collapse All
Notify

Accounts Receivable Transactions

Update Deposit
Find Deposit
Remove Deposit
Deposit 17300
Deposit ID 44
BU

Details

Deposit Status None Appl
Contact Information

Posting Status Not Posted

Entered By AR_INTERFUND_PROCESSOR

Entered Dt 02/26/2010

Total Amt 1000.000

AR Interfund Approval:
☒ Not Approved
☐ Approved

Approved By

Approval Dt

Payment
Find
View All
First
1 of 1
Last

Payment ID INTERFUND-020
Budget Status

Customer ID 03900
Accounting Entries

Distribution Details
Customize
Find
View All
First
1 of 1
Last

Details
More

| Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|-----------------|------------|------|-------------|---------|---------|
| -1000.000 | 1736010000 | 1000 | 0210 | 01651 | 420400 |

Figure 10. Interfund Details_Update link



Walkthrough/Activity

You will now complete Activity 3: Adding Reciprocating Interfund Deposits in your Activity Guide.

Participant Notes:



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Topic 3: Linking Existing Interfund Deposits

- Use the **Find an Existing Value** tab from the **Interfund Details** search page to find an existing Interfund
- On the **Interfund** page, use the **Find Deposit** link to search for and link an interfaced or Excel uploaded reciprocating deposit for an Interfund transaction

Note: Only deposits with a deposit type of "R" can be linked to an Interfund.

- Updates are made to deposits by opening an existing Interfund and selecting the **Update Deposit** link from the Accounts Receivable Transactions section of the Interfund page

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id NEXT [Delete](#) [Expand All](#) [Collapse All](#) [Notify](#)

▼ Accounts Receivable Transactions

[Add Deposit](#) [Find Deposit](#) Remove Deposit Deposit BU Deposit ID

Details

Deposit Status [Contact Information](#)

Posting Status

Entered By

Entered Dt

Total Amt

AR Interfund Approval:
☒ Not Approved ☐ Approved
 Approved By
 Approval Dt

Payment [Find](#) | [View All](#) First 1 of 1 Last

Payment ID Budget Status

Customer ID

Distribution Details [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

[Details](#) [More](#) [\[...\]](#)

Monetary Amount Department Fund Budget Unit Program Account

► Accounts Payable Transactions



▼ Comments



Figure 11. Interfund Details_Find link

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details > Find Deposit link |

Deposit Reciprocating Line Selection

Deposit Unit  Acctg Date From 

Customer  Through 

| Select | Deposit Unit | Deposit ID | Posting Status | Entered Amt | Customer ID |
|--------------------------|--------------|------------|----------------|-------------|-------------|
| <input type="checkbox"/> | 03400 | 100 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 101 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 102 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 103 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 104 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 105 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 106 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 107 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 108 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 109 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 110 | N | 550.000 | 03900 |
| <input type="checkbox"/> | 03400 | 111 | N | 550.000 | 03900 |

Figure 12. Deposit Reciprocating Line Selection page



Walkthrough/Activity

We will now complete Activity 4: Linking Existing Interfund Deposits in your Activity Guide.

Participant Notes:



Walkthrough/Activity

We will now complete Activity 5: Adding and Linking Existing Interfund Deposits in your Activity Guide.

Topic 4: Adding Initiating Interfund Vouchers

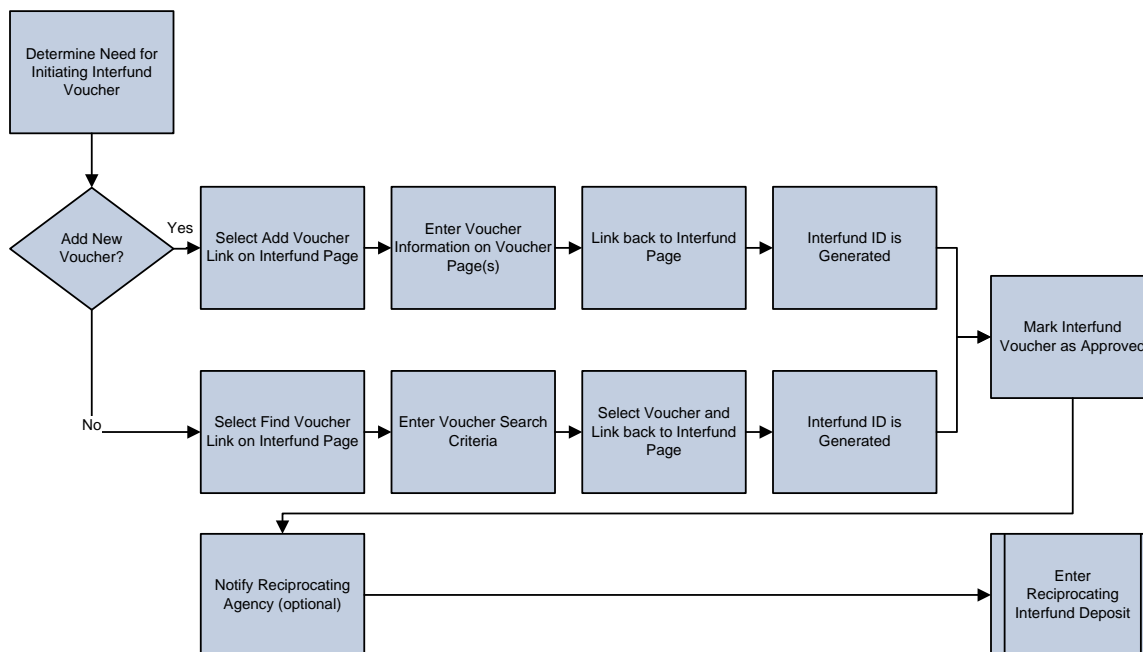


Figure 13. Adding Initiating Interfund Voucher Process

- Use the **Add a New Value** tab from the **Interfund Details** search page when you need to enter an initiating voucher for an Interfund transaction
- On the **Interfund** page, use the **Add Voucher** link to create a new voucher

Note: The voucher is automatically created with voucher origin “I” (Initiating).

Participant Notes:



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- Updates are made to vouchers by opening an existing Interfund and selecting the **Update Voucher** link from the Accounts Payable Transactions section of the Interfund page

Note: Initiating Interfund vouchers as well as the Interfund record can also be created automatically when vouchers with voucher origin "I" are interfaced or uploaded to SMART.

- When adding an Interfund deposit, the **Payment Information** fields on the **Payments** tab cannot be edited.

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Accounts Payable Transactions

Add Voucher

Find Voucher

Remove Voucher

AP BU

Voucher

Details

Vendor SetID

Vendor ID

Invoice

Invoice Date

Total Amount

Entered By

Entered Dt

Post Status

Contact Information

Budget Status

AP Interfund Approval

☒ Not Approved
 ☐ Approved

Approved By

Approval Dt

Distribution Details

Customize | Find | View All | First 1 of 1 Last

Details

More

| Line | Dist | Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|------|------|-----------------|------------|------|-------------|---------|---------|
| 1 | 1 | | | | | | |

Comments

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

Figure 14. Interfund Details_Add Voucher



Walkthrough/Activity

We will now complete an Activity 6: Adding Initiating Interfund Vouchers in your Activity Guide.

Participant Notes:

Topic 5: Adding Reciprocating Interfund Vouchers

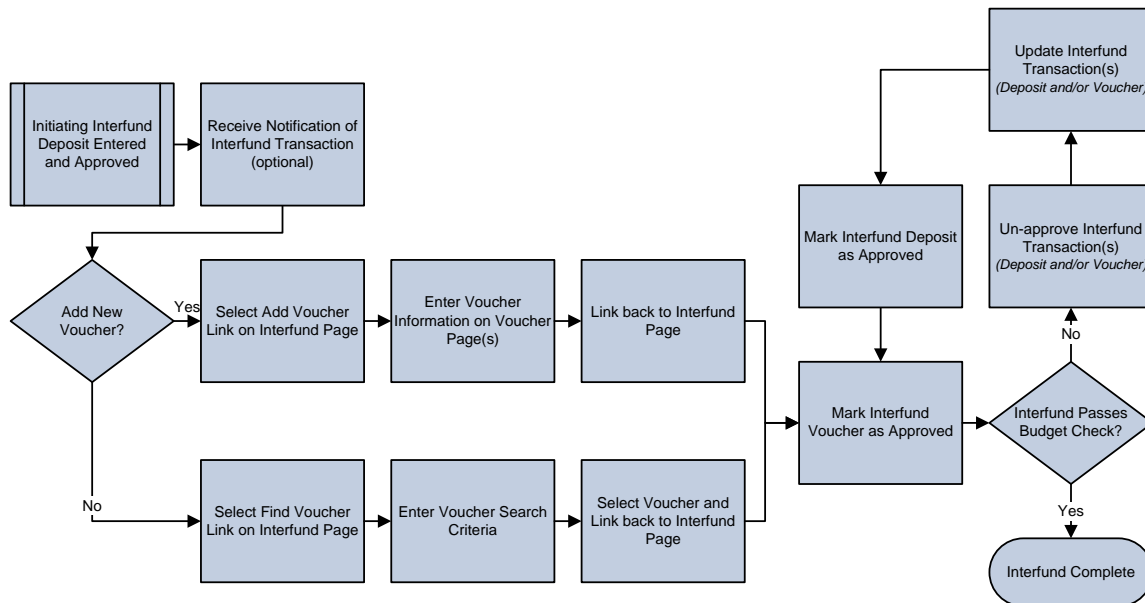


Figure 15. Adding Reciprocating Interfund Voucher Process

- Use the **Find an Existing Value** tab from the **Interfund Details** search page to find an existing Interfund
- On the **Interfund** page, use the **Add Voucher** link to create a new voucher.

Note: The voucher is automatically created with voucher origin “R” (Reciprocating).

- Updates are made to vouchers by opening an existing Interfund and selecting the **Update Voucher** link from the Accounts Payable Transactions section of the Interfund page

Note: Reciprocating Interfund vouchers can also be created automatically when vouchers with voucher origin “R” are interfaced or uploaded to SMART.

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Accounts Payable Transactions

[Update Voucher](#)
[Find Voucher](#)
[Remove Voucher](#)
AP BU 17300 Voucher 00001069

Details

Vendor SetID SOKID Post Status Unposted Budget Status Not Chk'd

Vendor ID 03400 [Contact Information](#)

Invoice Interfund-055

Invoice Date 02/26/2010

Total Amount 200.000

Entered By [AP INTERFUND PROCESSOR](#)

Entered Dt 02/26/2010

AP Interfund Approval
☒ Not Approved
☐ Approved

Approved By

Approval Dt

Distribution Details

Details
More

| Line | Dist | Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|------|------|-----------------|------------|------|-------------|---------|---------|
| 1 | 1 | 200.00 | 1736010000 | 1000 | 0210 | 01651 | 522300 |

Comments

Figure 16. Interfund Details_Find Voucher link



Walkthrough/Activity

We will now complete Activity 7: Adding Reciprocating Interfund Vouchers in your Activity Guide.

Participant Notes:

Topic 6: Linking Existing Interfund Vouchers

- Use the **Find an Existing Value** tab from the **Interfund Details** search page to find an existing Interfund
- On the **Interfund** page, use the **Find Voucher** link to search for and link an interfaced or Excel uploaded reciprocating voucher for an Interfund transaction

Note: Only vouchers with a voucher origin of “R” can be linked to an Interfund.

- Updates are made to vouchers by opening an existing Interfund and selecting the **Update Voucher** link from the Accounts Payable Transactions section of the Interfund page

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details > Find Voucher link |

Voucher Reciprocating Line Selection

AP BU Invoice Date From Through
SetID Vendor

| Select | Business Unit | Voucher ID | Invoice Date | Vendor SetID | Vendor ID | Gross Invoice Amount |
|--------------------------|---------------|------------|--------------|--------------|-----------|----------------------|
| <input type="checkbox"/> | 03900 | 00000001 | 02/12/2010 | SOKID | 03900 | 100.000 |

Figure 17. Voucher Reciprocating Line Selection

Participant Notes:



Walkthrough/Activity

We will now complete Activity 8: Linking Existing Interfund Vouchers in your Activity Guide.



Walkthrough/Activity

We will now complete Activity 9: Adding and Linking Existing Interfund Vouchers in your Activity Guide.

Topic 7: Deleting Interfunds

- Remove the deposit from an Interfund before or after removing the voucher. This can be done by the **AR Interfund Processor** or **AR Interfund Approver**.

Note: Removing the deposit from the Interfund transaction does not delete the deposit from SMART.

- Remove the voucher from an Interfund before or after removing the deposit. This can be done by the **AP Interfund Processor** or **AP Interfund Approver**.

Note: Removing the voucher from the Interfund transaction does not delete the voucher from SMART.

- Delete the Interfund after both the deposit and the voucher have been removed from the Interfund transaction record. Only the **AP Interfund Approvers** or **AR Interfund Approver** should delete the Interfund transaction record.

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id AA00000035 [Delete](#) [Expand All](#) [Collapse All](#) [Notify](#)

Accounts Receivable Transactions

Accounts Payable Transactions

[Update Voucher](#) [Find Voucher](#) [Remove Voucher](#) AP BU 17300 Voucher 00001047

Details

Vendor SetID SOKID Post Status Unposted Budget Status Not Chk'd

Vendor ID 03400 [Contact Information](#)

Invoice Interfund-033

Invoice Date 02/26/2010

Total Amount 200.000

Entered By AP_INTERFUND_PROCESSOR

Entered Dt 02/26/2010

AP Interfund Approval

☐ Not Approved ☒ Approved

Approved By AP_INTERFUND_APPROVER

Approval Dt 03/01/2010

Distribution Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Details [More](#) [\[...\]](#)

| Line | Dist | Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|------|------|-----------------|------------|------|-------------|---------|---------|
| 1 | 1 | 200.00 | 1736010000 | 1000 | 0210 | 01651 | 522300 |

Comments

Figure 18. Interfund Details_Remove Voucher

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id NEXT **Delete** [Expand All](#) [Collapse All](#) [Notify](#)

▼ **Accounts Receivable Transactions**

Add Deposit Find Deposit Remove Deposit Deposit BU Deposit ID

Details

Deposit Status **AR Interfund Approval:**
☒ Not Approved ☐ Approved
 Posting Status
 Entered By Approved By
 Entered Dt Approval Dt
 Total Amt

Payment Find | View All First 1 of 1 Last

Payment ID Budget Status
 Customer ID [Accounting Entries](#)

Distribution Details Customize | Find | View All | First 1 of 1 Last

Details More [Grid Icon]

| Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|-----------------|------------|------|-------------|---------|---------|
| | | | | | |

► **Accounts Payable Transactions**

▼ **Comments**

Figure 19. Interfund Details_Delete button

Participant Notes:



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Walkthrough/Activity

We will now complete Activity 10: Deleting Interfunds in your Activity Guide.



Walkthrough/Activity

We will now complete Activity 11: Adding and Deleting Interfunds in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Add and update the deposit and voucher of an Interfund transaction
- Search for and find an existing Interfund deposit and Interfund Voucher
- Link a deposit and a voucher to an Interfund transaction
- Delete an Interfund

Participant Notes:



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Lesson 4: Approving and Managing Interfunds

Objectives

Upon completion of this lesson, you will be able to:

- Approve an Interfund deposit
- Approve an Interfund voucher
- Notify agencies and individuals about an Interfund transaction
- Identify and resolve Interfund errors

Topic 1: Approving Interfund Deposits

- AR Interfund Approver is notified by AR Interfund Processor when an Interfund deposit is ready for approval. You can notify the AR Interfund Approver using:
 - A manual process that occurs outside of SMART (For example, agency email or phone call)
 - The Notify button and manually adding the AR Interfund Approver's email in the **To:** or **CC:** lines on the **Send Notification** page.
- AR Interfund Approver accesses the Interfund page, reviews the details of the Interfund Deposit, and verifies that the amount of the deposit is accurate
- If a corresponding voucher is present, the AR Interfund Approver verifies that the amount of the deposit and amount of the voucher are the same
- AR Interfund Approver selects the **Approved** radio button in the AR Interfund Approval section of the Interfund page and saves the changes. This approves the Interfund deposit for the Interfund transaction.
 - If this is the first of two approvals, SMART does not require the Interfund voucher to be added or for the voucher and deposit amount to match, but you will receive a warning message.
 - If this is the second of two approvals, SMART requires the Interfund voucher to be approved and for the voucher and deposit amount to match. You will not be able to save the approval.

Participant Notes:

- Once both sides of an Interfund transaction are approved, you cannot make any changes to the Interfund transaction unless it fails budget check.

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id AA00000064
Delete
Expand All
Collapse All
Notify

Accounts Receivable Transactions

Update Deposit
Find Deposit
Remove Deposit
Deposit 17300
Deposit ID 25
BU

Details

Deposit Status None Appl
Posting Status Complete
Entered By AR INTERFUND PROCESSOR
Entered Dt 02/26/2010
Total Amt 1000.000

Contact Information

AR Interfund Approval:
☐ Not Approved
☒ Approved

Approved By AR INTERFUND APPROVER
Approval Dt 03/01/2010

Payment
Find
View All
First
1 of 1
Last

Payment ID INTERFUND-001
Customer ID 03900
Budget Status
Accounting Entries

Distribution Details
Customize
Find
View All
First
1 of 1
Last

Details
More

| Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|-----------------|------------|------|-------------|---------|---------|
| -1000.000 | 1736010000 | 1000 | 0210 | 01651 | 420400 |

Figure 20. Approved Interfund Deposit



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Approving Interfund Deposits.

Participant Notes:



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Topic 2: Approving Interfund Vouchers

- Interfund vouchers are pre-approved (on the regular voucher entry page) but must be approved on the Interfund page
- AP Interfund Approver is notified by AP Interfund Processor when an Interfund voucher is ready for approval. You can notify the AP Interfund Approver using:
 - A manual process that occurs outside of SMART (For example, agency email or phone call)
 - The Notify button and manually adding the AR Interfund Approver's email in the **To:** or **CC:** lines on the **Send Notification** page.
- AP Interfund Approver accesses the Interfund page, reviews the details of the Interfund voucher, and verifies that the amount of the voucher is accurate
- If a corresponding deposit is present, the AP Interfund Approver verifies that the amount of the deposit and amount of the voucher are the same
- AP Interfund Approver selects the **Approved** radio button in the AP Interfund Approval section of the Interfund page. This approves the Interfund deposit for the Interfund transaction.
 - If this is the first of two approvals, SMART does not require the Interfund voucher to be added or for the voucher and deposit amount to match, but you will receive a warning message.
 - If this is the second of two approvals, SMART requires the Interfund voucher to be approved and for the voucher and deposit amount to match. You will not be able to save the approval.
- Once both sides of an Interfund transaction are approved, you cannot make any changes to the Interfund transaction unless it fails budget check.

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Details

Interfund Id AA00000035
Delete
Expand All
Collapse All
Notify

Accounts Receivable Transactions

Accounts Payable Transactions

Update Voucher
Find Voucher
Remove Voucher
AP BU 17300
Voucher 00001047

Details

Vendor SetID SOKID
Post Status Unposted
Budget Status Not Chk'd

Vendor ID 03400
Contact Information

Invoice Interfund-033

Invoice Date 02/26/2010

Total Amount 200.000

Entered By AP_INTERFUND_PROCESSOR

Entered Dt 02/26/2010

AP Interfund Approval
☐ Not Approved
☒ Approved

Approved By AP_INTERFUND_APPROVER

Approval Dt 03/01/2010

Distribution Details
Customize | Find | View All | First 1 of 1 Last

Details
More

| Line | Dist | Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|------|------|-----------------|------------|------|-------------|---------|---------|
| 1 | 1 | 200.00 | 1736010000 | 1000 | 0210 | 01651 | 522300 |

Comments

Figure 21. Approved Interfund Voucher



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Approving Interfund Vouchers.

Participant Notes:



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Topic 3: Sending Interfund Notifications

- Use the **Contact Information** link to lookup and select the desired contact(s) for deposit and voucher Interfund notifications
- Contact information for notifications is set up on the vendor and customer pages

Note: Customers are maintained by each agency while vendors are maintained centrally. Therefore, agencies can update customer contact information but must contact Central to request updates to vendor contact information.

- Each customer/vendor can have multiple contacts
 - Use the **Select** checkboxes on the **Contact Information** page to choose one or more contacts to receive the Interfund notification. The email address for the contact can be an individual or generic address (distribution list).
 - Selected contact email addresses are automatically populated into the **To:** field on the **Send Notification** page. Open this page by clicking the **Notify** button on the Interfund Details page.
- When required, you can manually add additional emails to the Interfund notification using the **To:** and **CC:** fields on the **Send Notification** page. Separate emails using a semicolon (;). For example:
To: john.smart@da.ks.gov;jane.smart@da.ks.gov;joe.smart@da.ks.gov

Note: Email addresses are not validated in SMART or Microsoft Outlook.

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details |

Interfund Id AA00000493 [Delete](#) [Expand All](#) [Collapse All](#) [Notify](#)

Accounts Receivable Transactions

[Update Deposit](#) [Find Deposit](#) [Remove Deposit](#) Deposit 03400 Deposit ID 246
BU

Details

Deposit Status None Appl [Contact Information](#)

Posting Status Complete

Entered By [INTERFUND_SUPERUSER](#)

Entered Dt 03/02/2010

Total Amt 500.000

AR Interfund Approval:
☒ Not Approved ☐ Approved
 Approved By
 Approval Dt

Payment [Find](#) | [View All](#) First 1 of 1 Last

Payment ID 456 Budget Status

Customer ID 03400 [Accounting Entries](#)

Distribution Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[Details](#) [More](#) [\[...\]](#)

| Monetary Amount | Department | Fund | Budget Unit | Program | Account |
|-----------------|------------|------|-------------|---------|---------|
| -500.000 | 0341101000 | 1000 | 0053 | 01031 | 421100 |

Accounts Payable Transactions

[Update Voucher](#) [Find Voucher](#) [Remove Voucher](#) AP BU 03400 Voucher 00000001

Details

Vendor SetID SOKID Post Status Unposted Budget Status Not Chk'd

Vendor ID 03400 [Contact Information](#)

AP Interfund Approval

[Main Content](#)

Figure 22. Interfund Details_Contact Information link

Participant Notes:



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| Page | Navigation |
|-------------------|---|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details > Contact Information Link |

Contact information for 03400

| Vendor Contact | | | | | Customize Find View All | First | 1-2 of 2 | Last |
|----------------------------|---------|-------------|----------------|------------|-----------------------------|-------|----------|------|
| Select | Contact | Name | Address Seq | Address 1 | Email ID | | | |
| 1 <input type="checkbox"/> | 2 | Jack Smith | 1 | 503 Kansas | jack.smith@da.ks.gov | | | |
| 2 <input type="checkbox"/> | 1 | Jim Johnson | 1 | 503 Kansas | jim.johnson@da.ks.gov | | | |

Figure 23. Contact Information page

Participant Notes:

| Page | Navigation |
|-------------------|--|
| Interfund Details | Accounts Payable/Accounts Receivable > Interfund Details > Notify button |

Send Notification

Notification Details

To: jack.smith@da.ks.gov;jim.johnson@da.ks.gov

CC:

Subject: Interfund details AA00000003

Message: Interfund details AA00000003

Figure 24. Send Notification page

| Field | Description |
|---------|--|
| To: | This field is automatically populated with the email(s) selected on the Contact Information page. Note: When adding additional emails, separate each email with a semicolon (;). |
| CC: | Use this field to enter additional emails to copy on the Interfund notification. Separate each email with a semicolon (;). |
| Subject | Do not change the content of this field |
| Message | Do not change the content of this field |

Table 4. Send Notification page fields

Participant Notes:



Walkthrough/Activity

We will now complete Activity 12: Sending Interfund Notifications in your Activity Guide.

Topic 4: Handling Interfund Errors

- Refer to the End-to-End Interfund Process for timeline of voucher and deposit budget checking
- Both sides of the Interfund cannot be approved if the amounts of the deposit and voucher do not match
- **Vouchers**
 - If voucher budget check status = Error (E), Interfund voucher corrections must be performed before processing can continue
 - When making updates to an Interfund voucher, the approval status on the Interfund page must be “Not Approved”
 - Changes to the Interfund voucher are made on the voucher transaction pages, not the Interfund page. The “Update” link on the Interfund page takes you to the linked voucher transaction.
 - After updating and saving the changes to the Interfund voucher, the AP Interfund Approver must reapprove the Interfund transaction before voucher budget check can run again and Interfund processing can continue
- **Deposits**
 - When making updates to an Interfund deposit, the approval status on the Interfund page must be “Not Approved”
 - Changes to the Interfund deposit are made on the deposit transaction pages, not the Interfund page. The “Update” link on the Interfund page takes you to the linked deposit transaction.
 - After updating and saving the changes to the Interfund deposit, the AR Interfund Approver must reapprove the Interfund transaction before Interfund processing can continue

Participant Notes:



Walkthrough/Activity

We will now complete Activity 13: Handling Interfund Errors in your Activity Guide.



Walkthrough/Activity

We will now complete Activity 14: Approving Interfund Deposits and Vouchers in your Activity Guide.

Lesson Review

In this lesson, you learned:

- Approve an Interfund deposit and Interfund Vouchers
- Notify agencies and individuals about an Interfund transaction
- Identify and resolve Interfund errors

Participant Notes: